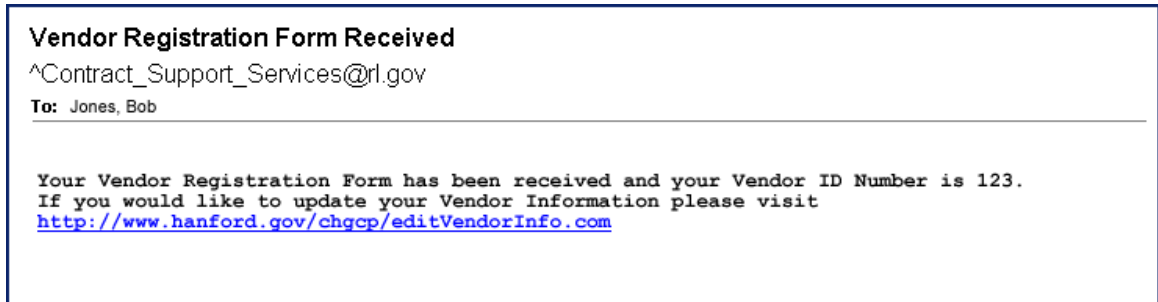


## To Access your Vendor Information

1. Once you register as a new vendor you should receive an email similar to the following:



2. Please make note of your Vendor ID Number as you will need this to update your vendor information.
3. Return to the website (<http://www.hanford.gov/chgcp/editVendorInfo.cfm>).
4. Enter the Vendor ID Number in the first text box labeled *Vendor ID Number* and click the button labeled *Email Me the Form Number*.

CH2M Procurement & Materials Management Edit My Record - Internet Explorer 6.0 SP1 - ESDS 040119

File Edit View Favorites Tools Help

Address <http://www.hanford.gov/chgcp/editVendorInfo.cfm>

**River Protection Project**

Privacy/Security Notice Printable Version

Procurement & Materials

CH2M Procurement & Materials Management Home

Procurement

Vendor Registration

• Edit Vendor Info

Subcontractor Information

**Edit My Record**

TO UPDATE VENDOR INFORMATION

Vendor ID Number:  [Help?](#)

Form Number:  [Help?](#)

Edit my Vendor Information Email Me the Form Number

Office of River Protection | Hanford Home Page

Question

5. Shortly you will receive an email containing the Form number that will allow you to update your vendor information similar to the following:

Your Form Number necessary to make changes to your Vendor Registration form  
for <http://www.hanford.gov/chgcp/editVendorInfo.cfm> is  
Form Number: "s\*bVxliEgh"

6. Return to the website and enter the 2 pieces of information you have received via email; *Vendor ID Number* and the *Form Number*.
7. Next click the button labeled *Edit my Vendor Information*.
8. You should now see a screen similar to the following:

The screenshot shows a web application interface for the "River Protection Project". At the top, there is a header with the project name and a CH2M logo. Below the header, a navigation bar includes links for "Privacy/Security Notice" and "Printable Version". The main content area is titled "Edit My Record" and contains a welcome message and three links for editing vendor information, ESH&Q information, and form numbers. A left sidebar contains a menu with options like "CH2M Procurement & Materials Management Home", "Procurement", "Vendor Registration", "Edit Vendor Info", and "Subcontractor Information". A footer at the bottom includes a "Question:" link.

**River Protection Project** CH2M

Privacy/Security Notice Printable Version

Procurement & Materials Management

**Edit My Record**

Welcome to the CH2M Contract and Procurement Registered Vendor Editing section.

To access your vendor information, [click here](#).

To access your ESH&Q information, [click here](#).

To change your form number, [click here](#).

CH2M Procurement & Materials Management Home

Procurement

**Vendor Registration**

- **Edit Vendor Info**

Subcontractor Information

Office of River Protection | Hartford Home Page

Question:

9. From here you can edit your vendor information, ESH&Q information or change your form number to something a little easier to remember.